# Letter of Award – Minor Construction Consultancy Services

## User guidance

Instructions in the sample text below have been highlighted in yellow. If highlighting is not visible, go to Tools/ Options then click on the View tab, tick the Highlight check box and click the OK button.

## Sample text for letter to the Consultant

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| --- |
| » insert the dateThe Manager,» insert the name of the ConsultantABN » insert the Consultant’s ABN» insert the Consultant’s address**» insert the Agreement nameRFT No. » insert the RFT No.**Letter of AwardThe Principal accepts your offer dated » insert the date of the tender for the above Agreement, for the Agreement Price stated in Agreement Information item 6Attached to this Letter of Award is your copy of the final Agreement Information, in which items 4 to 6 have been completedDocuments forming the Agreement are set out below.**list the principals tender documents and the TENDER FORM PLUS ANY additional INFORMATION submitted BY THE CONsULTANT as required (E.g. Cover Letter , program etc**Principal’s Tender DocumentsTender FormCover Letter ProgramYours faithfully,» insert the name of the person issuing the letter» insert the person’s position title, if relevant**for the Principal** |

## Guide Notes

1. The Agreement Information must be updated to include:
* the Consultant’s details in items 3 and 4
* the Agreement Price at the Date of Agreement, item 6.
1. The completed Agreement Information must be attached and issued to the Consultant with the Letter of Award.